This is guidance for how to perform actions on multiple records at the same time in Content Manager.

You can perform the following functions on more than one record at a time:
- edit digital folders and subfolders
- move electronic records
- edit boxes
- send boxes to the Records Center
- request boxes from the Records Center

Before performing an action on multiple records, you must tag all records that you need to edit, request or send.

When records are tagged, they will have a purple check mark in the far left column.

To tag records you have two options:

A. manually tag individual records by clicking in the white space to the left of each record

OR

B. Click the SEARCH tab and the Tag All button to tag all records visible in the view pane.

Now that multiple records are tagged, perform the desired function using the relevant job aid.

The system will then ask you if you want to apply the change to all tagged items. Make sure to check All Tagged Rows and click OK.